

Center for Educational Performance and Information (CEPI)

Financial Information Database (FID) Transportation Expenditure Report (SE-4094) User Guide

Last Updated: 3/1/2017

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Contents

Getting Started.....	3
FID Help Resources	3
Chart of Accounts	4
Logging in	4
Need a Username and Password?	4
Session Timeout.....	5
Entering the Application for the First Time	5
Welcome Screen.....	5
Menus	6
School District Information	6
SE-4094 District-Level Access.....	7
New for Fall 2017	7
Instructions Screen.....	8
SE-4094 Form.....	8
Contact Information	8
Does your district operate transportation services?	8
Person Responsible for School Bus Operations.....	9
Submission Status	9
ISD User Access	10
Transportation Expenditure Report Form (SE-4094)	11
Completing the Form	12
Ridership Verification	13
Saving/Submitting Data	14
SE-4094 ISD-Level Access	15
Status List	15
SE-4094 Form (ISD View)	16
Reporting.....	18
SE-4094 Statistics Report.....	18

Getting Started

FID Help Resources

Before using the application, familiarize yourself with the various help resources available. To download these help documents, please go to the [CEPI website](http://www.michigan.gov/cepi) (www.michigan.gov/cepi). Click on "CEPI Applications" on the left-side navigation bar. A submenu will appear, from which you will click on "Financial Information Database." Be sure to check this page occasionally, as you will always find the most up-to-date information here.

The screenshot shows the CEPI website interface. The header includes the CEPI logo and a search bar. The left sidebar contains a navigation menu with the following items: About CEPI, CEPI Applications, Michigan Student Data System, Registry of Educational Personnel, Educational Entity Master, Financial Information Database (highlighted), School Infrastructure Database, Calendar, Get Data, e-Transcript, Nonpublic Schools, Institutions of Higher Education, and School Data. The main content area displays the breadcrumb trail: CEPI / CEPI APPLICATIONS / FINANCIAL INFORMATION DATABASE. Below this, the section is titled "Financial Information Database (FID)". The text describes the data submitted by school districts, including annual financial reports, balance sheets, revenues, district expenditures, and school expenditures. It also mentions the Special Education Transportation Expenditure Report (SE-4094) and the Special Education Actual Cost Report (SE-4096). A link to the "Michigan Public School Accounting Manual Chart of Accounts" is provided. Budgetary Assumptions are also detailed. A list of links includes "FID Security Form", "FID Submission Status", and "Beginning with the 2016-17 school year". A detailed list of requirements for schools is provided, including completion of the SE-4096 in the FID application, reporting of financial data for dual enrollment, and reporting of data for prior years. A link to the "CEPI Calendar Page" is also included. At the bottom, there is a "Manuals" link.

Chart of Accounts

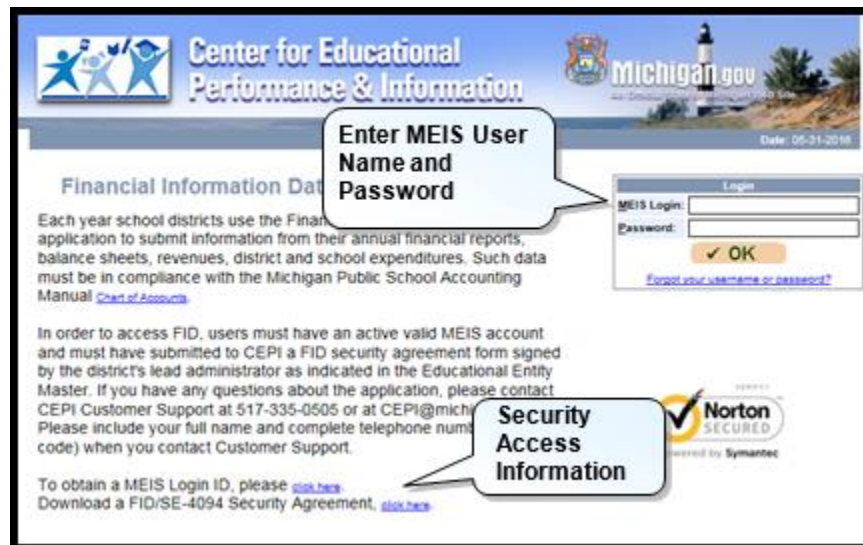
FID supports submission of district financial data using account codes compliant with the Michigan School Accounting Manual Chart of Accounts. This submission process provides a level of financial data that facilitates compliance reporting and will facilitate informed decision-making at the school, state and federal levels.

A link to the Michigan Public School Accounting Manual Chart of Accounts is available in the publications section of the MDE [Office of State Aid and School Finance](#) website. The Chart of Accounts is contained within the "Appendix - Definitions for Accounting Codes," located on the Manual page. It is also available at the top of the [FID web page](#).

Logging in

To log into the FID, you can go directly to the [FID Application](#) (<https://cepi.state.mi.us/fid>) or go to the [CEPI web page](#) (<http://www.michigan.gov/cepi>) and click the FID button.

Type your MEIS username and password, and then click the "OK" button to log in.



The screenshot shows the login interface for the FID application. At the top, there is a header for the "Center for Educational Performance & Information" and the "Michigan.gov" logo. Below the header, the page is titled "Financial Information Data". A callout bubble points to the login fields with the text "Enter MEIS User Name and Password". The login form includes fields for "MEIS Login:" and "Password:", followed by an "OK" button and a link for "Forgot your username or password?". Another callout bubble points to the bottom of the page with the text "Security Access Information". The bottom of the page contains text about obtaining a MEIS Login ID and downloading a security agreement, along with a "Norton Secured" logo.

Need a Username and Password?

To become an authorized user of the FID Application, you must first obtain an MEIS account. If you do not have an MEIS account, follow the link on the FID Login screen to obtain an MEIS Login ID.

Once you have an MEIS account, you must complete and submit a security agreement for the application. Follow the link on the FID login page to download a FID/SE-4094 Security Agreement.

If you are replacing an authorized user, you may need to complete and return an [Authorized User Removal Request Form](#) to have that person's permissions to the FID and any other CEPI applications removed.

Session Timeout

The login is needed to establish your identity and allow access rights to confidential data. Please remember that your session is tracked. If your session has been inactive for longer than 20 minutes, the system will end your session and you must log in again.

Entering the Application for the First Time: If you are logging in to FID for the first time, or you have not confirmed your user profile, the application will display your user profile details. This screen allows a user to verify and update his/her profile information as required (this information is separate from your MEIS account). Should you need to change any of your information in the future, this screen is located in the Data Collection menu. Please note that this screen will continue to be displayed at log in until the User Profile information is confirmed.

Update User Profile	
Please update your information and click OK to save.	
User Name :	SmithSam
Display Name :	Sam
First Name :	Smith
Last Name :	Sam
Contact Phone :	333-444-5555
Contact Email :	ssmith@district.com
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Welcome Screen: If you have logged in to FID before and confirmed your user profile, the application will display the Welcome Page. This screen displays a salutation with the user's display name as entered in the User Profile.

FID Welcome Page

Hello Sam ,

Welcome to the FID (Financial Information Database) Application.

You may begin using the application by selecting menu options from the top menu bar.

If you wish to view or change your User Profile, please [click here](#).

If you have any problem accessing the application, please contact **CEPI Customer Support** at 517-335-0505 or at CEPI@michigan.gov. Please include your full name and complete telephone number (with area code) when you contact the Help Desk.


Menus: The gray toolbar located under the CEPI banner contains links to help users navigate and download additional help resources.

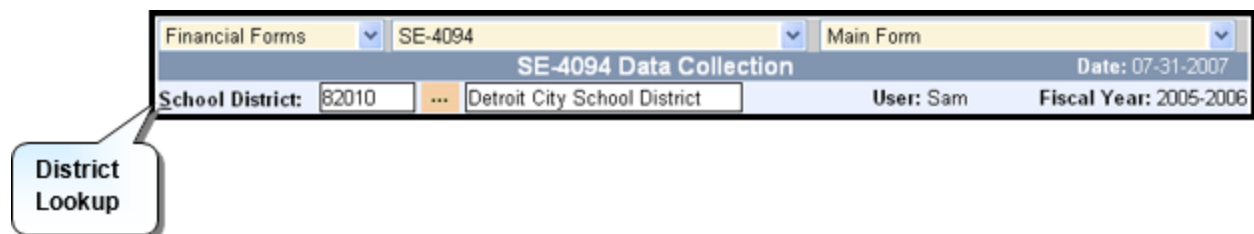
- **FID Home** – Use this link to return to welcome screen.
- **FID FAQ** – Use this link to view the Frequently Asked Questions. (Adobe Reader required.)
- **Contact CEPI** – Use this link to open a new page that lists CEPI contact information.
- **FID User Guide** – Use this link to view the User Guide. (Adobe Reader required.)
- **Logout** – Use this link to log out of the application.

The menu bar located on the top of each screen is the application menu. Navigation through the application is accomplished through a series of drop-down menus and is divided into hierarchical levels. A selection in one menu will determine which functions are presented in the next menu.

Financial forms users will have one option at the main level, "Financial Forms," and two options at second level, "SE-4094," and "SE-4096." When reporting features are added, they will be available from the first drop-down menu. To make a selection at this level, click on the down arrow and then highlight the required option. Once a function has been selected from the first dropdown list, the second dropdown list will become active, and so forth. Follow the same procedure as before to highlight the desired function. Refer to the respective sections for details on each function and user instructions.



School District Information: Some users may have form access for multiple districts. The School District Control acts as a toolbar providing information regarding the school district. By utilizing the look-up button , these users can navigate from one district's form to another. This is a display-only field for users with single-district access.



SE-4094 District-Level Access

The financial forms function of FID is role based. This section of the User Guide describes functions available to district-level users of the SE-4094 form.

The electronic submission of the transportation expenditure report is designed to mimic the traditional method of submission, wherein an individual within a district enters data and submits the form to the ISD. A representative of the ISD then reviews the data, decides if changes are required, and when satisfied, completes the final submission to the state.

To access the SE-4094 form in the application, select "Financial Forms" from the first drop-down menu and "SE-4094" from the second drop-down menu. This enables the third drop-down menu from which you will select "Instructions" to begin your submission process.

New for Fall 2017

Import from FID function. Per Public Act 534 of 2016, CEPI will be creating an import feature that allows data entered in the main FID collection to be populated in the SE-4094. This feature is currently under development. The manual will be updated once this feature has been completed.

Public Act 534 of 2016 states:

For the purposes of this section, the department or the center shall only require a district or intermediate district to report information that is not already available from the financial information database maintained by the center.

Sec. 58. Allocations to districts and intermediate districts under section 51a for providing special education transportation services shall be based on data reported by the districts and intermediate districts for the current school year. For the purposes of this section, the department or the center shall only require a district or intermediate district to report information that is not already available from the financial information database maintained by the center.

This import feature is optional. You may continue to manually enter data in the SE-4094 as in the past. If you choose to use the import feature, please note the following:

- Your FID collection must be in "submitted" status. The deadline for the 4094 collection is approximately three weeks prior to the deadline for the FID collection.
- Your district may need to report FID expenditure data at a higher level of specificity than is currently required. For example, object codes to the third digit will be needed to differentiate between different expenditure items in

the 4094. Please see MDE's [Transportation Allowable Expenditures](#) for object codes used in the 4094.

Instructions Screen

As the name implies, the instruction screen provides the basic instructions for the submission of the transportation expenditure data and should be reviewed before data entry work begins. This screen also provides a reminder of the submission deadlines. When you have read the instructions and are ready to continue submitting your data, click on **Continue to Main Form**.

SE-4094 Form

After clicking the **Continue** button, users will be taken to the SE-4094 main form. The form can also be accessed directly through the menu by clicking on "Main Form" from the third drop-down window.

Contact Information: Located throughout the SE-4094 is a text box requesting the name, phone number and email address for the individual who should be contacted for questions concerning the form data. These are required fields and will produce an error message if you attempt to save with these data missing.

Contact Info (Required)	
Name	<input type="text"/>
Phone Number	<input type="text"/>
Email Address	<input type="text"/>

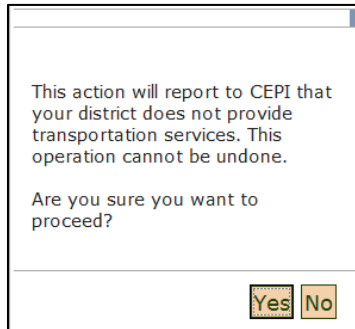
Does your district operate transportation services? Upon loading the main form for the first time during the submission process, districts will be prompted whether or not they operated transportation services during the school year.

Contact Info (Required)	
Name	Kramer
Phone Number	202-555-1415
Email Address	kramer@vandelayindustries.biz

Does Your District Operate Transportation Services?

If your district **DID NOT** operate any transportation services during the school year and have no transportation expenditures to report, click **No**. You are not required to complete the form but must inform the state of this fact. A confirmation popup

will display (as shown on the right). Click **Yes** to confirm that your district did not operate transportation services. Upon clicking **Yes**, the screen will be locked and the “no transportation services” indication will be submitted to the ISD. The “Submission Status” box will update to reflect this change. After your ISD has reviewed the information and completed the submission to the state, your status will be updated to reflect that change.



If your district **DID** operate transportation services during the school year, click **Yes**. The main form will load and will allow you to enter your data.

Person Responsible for School Bus Operations: This is a required field and must contain the person at your district that is responsible for school bus operations. This person may or may not be the same as the contact person.

Person Responsible for School Bus Operations (Required)	
Name	Art VanDelay

Submission Status: Located on the top of the screen is an indicator that displays the current submission status of the form. Your submission status will fall into one of the categories listed below:

- | | |
|---------------------------------|---|
| • Incomplete | No data have been entered and saved. |
| • Data Saved | Data have been entered and saved. |
| • Submitted to ISD | Data have been submitted to the ISD for review. |
| • Submitted to CEPI | ISD submitted district data to CEPI. |
| • Returned to District by ISD | Indicates ISD user has unlocked the form to allow district user to make changes before submission can be completed. |
| • Returned to District by State | Indicates state user has unlocked the form to allow district user to make changes before submission can be completed. |

At any point in the submission process, you can check on the status of your district's submission. In addition, holding the cursor over the submission status text will allow you to review the status history of the district's submission.

ISD User Access: Also located in the submission status box is a checkbox that, when checked, will allow the ISD-level user(s) for your ISD to edit the data. Granting this access is optional, and it is up to the local district user to determine whether or not this appropriate. Once the box is checked, access will be granted immediately.

The screenshot shows the 'SE-4094 Data Collection' form. At the top, there are tabs for 'Financial Forms', 'SE-4094', and 'Main Form'. Below the tabs, the form displays 'School District: 63010', 'Birmingham City School District', 'User: Barry', and 'Fiscal Year: 2008-2009'. The 'Submission Status' is 'Incomplete'. A yellow box contains a checkbox and text: 'By checking this box, you are allowing your ISD to edit and submit the data but you are still responsible. If you do not check this box, your ISD may only submit the data to the state exactly as you submit it to ISD.' A blue callout bubble points to the checkbox with the text: 'OPTIONAL: Check here to allow your ISD's user to have the ability to edit your data.' To the right of the checkbox is a 'Print' button. Below the checkbox is a 'View Allowable COA' link. At the bottom, there is a 'Contact Info (Required)' section with fields for Name, Phone Number, Email, and Address. A blue callout bubble points to the 'Print' button with the text: 'Click the Print button to generate a printer-friendly version of the form.'

Warning: Be sure to save any data entered before clicking this option. Clicking the button refreshes the screen and any unsaved data will be lost.

Transportation Expenditure Report Form (SE-4094)

LINE	Account Code Description #1	Reg/Voc Ed		Spec Ed-Sec 52		Spec Ed-Sec 53a		Total
		FTE	Expenditure	FTE	Expenditure	FTE	Expenditure	
		(1)	(2)	(3)	(4)	(5)	(6)	(7)
1000 - Salaries								
1	1160 Supervision	10.00	2500	5.00	1000			3,500
2	1610 Bus Driver	10.00	2500	5.00	1000	0.00	0	3,500
3	1620 Secretarial/Clerical	10.00	2500	5.00	1000			3,500
4	1630 Aides	10.00	2500	5.00	1000	0.00	0	3,500
5	1550 Other Support	10.00	2500	5.00	1000			3,500
6	TOTAL SALARIES	40.00	12,500	25.00	5,000	0.00	0	17,500
7	2000 Employee Benefits		0		0			0
3000/4000 - Purchased Services - Non-Vehicle Related Costs								
8	3200 Local Expenses		0		0			0
9	3400 Telephone/Postage		0		0			0
10	3800 Other Utilities		0		0			0
11	3100 Purch Serv - Staff	0.00	0	0.00	0	0.00	0	0
12	Other Non-Veh Purch Serv		0		0			0
13	TOTAL NON-VEH RELATED PURCHASED SERVICES		0		0			0
		No of Veh		No of Veh		No of Veh		
14	3310 Pupil Trans Common Carrier	0	0	0	0	0	0	0
15	3310 Pupil Trans Common Carrier (black/yellow)	0	0	0	0	0	0	0
16	3330 Pupil Trans Family Veh Cost	0	0	0	0	0	0	0
17	3310 Pupil Trans Taxi Cab	0	0	0	0	0	0	0
18	3930 Pupil Trans Fleet Insurance	0	0	0	0	0	0	0
19	4230 Contracted/Leased Buses	0	0	0	0	0	0	0
20	4000 Other Vehicle Related Costs		0		0		0	0
21	TOTAL VEHICLE RELATED PURCHASED SERVICES		0		0		0	0
5000 - Supplies								
22	5710 Gasoline/Fuel		0		0		0	0
23	5710 Oil/Grease		0		0		0	0
24	5720 Tires/Batteries		0		0		0	0
25	5700 Other Supplies/Repair Parts		0		0			0
26	5910 Office Supplies		0		0			0
27	TOTAL SUPPLIES		0		0		0	0
28	7000 Other Expense/Adjustment		0		0		0	0
29	Bus Amortization		0		0			0
30	TOTAL EXPENDITURES		12,500		5,000		0	17,500
31	Total Annual Miles		0		0		0	0
32	Total Riders Per Count Week		0		0		0	0
33	Total Fuel Consumed (in gallons)		0		0		0	0
34	Miles per Gallon		0.00		0.00		0.00	0.00

Line and column numbers are links that open instructional text.

Gray colored cells auto-calculate values based on your entries.

Click here to go to the Ridership Verification screen.

Click "Save" to save the data entered. Click "Submit to ISD" when form has been completed.

Enter Sec. 53a Ridership Verification Save Submit To CEPI

Save your work often as the application times out after 20 minutes of inactivity and the user is logged out. Any data not saved at that time will be lost. Note that the application does not recognize cell entry or tabbing as activity.

Completing the Form

Enter your district's transportation expenditure data on the form, as applicable. You can navigate through cells by using the tab key or by selecting a specific cell with your mouse. Amounts should be rounded to the nearest dollar. Decimal amounts and the use of thousands separators (i.e., commas) will cause errors when you attempt to save or submit.

For the **Salaries** and **Vehicle Related Purchase Services** sections the application verifies that for expenditure amounts exceeding \$5,000, the corresponding full-time equivalent (FTE) or vehicle number value has also been reported. Also in these sections, if FTE or number of vehicles is greater than zero, a corresponding expenditure amount must also be reported.

Informational messages generated by the system will appear directly below the submission status window, as well as a link to a copy of the allowable Chart of Accounts document. Certain error messages will be followed by a set of numbers within parentheses. These numbers indicate the location of the error. The first number denotes the line number, and the second number denotes the column number.

The screenshot displays the SE-4094 form interface. At the top right, there is a 'Print' button. Below it, a red error message states: 'Expenditures w/o FTE in line/column: (1,1)'. A blue callout bubble explains that parentheses indicate the location of an error. Another blue callout bubble notes that informational messages appear in the space above the contact box. Below the error message, a red text block says: 'This SE-4094 was saved, but with errors. It cannot be submitted until the errors are corrected. Check SE-4094 User Guide for detailed information.' A blue link labeled 'View Allowable COA' is positioned below the error message. At the bottom, there is a 'Contact Info (Required)' section with a table containing the following information:

Contact Info (Required)	
Name	Barry
Phone Number	517-123-4567
Email Address	barry@e-mailaddress.com

At any time, you can click on the line or column numbers to open a text box containing detailed line and column instructions. Program-related questions that cannot be answered through the provided support materials should be directed to Dianne Easterling, Michigan Department of Education, at 517-241-4517.

Like an Excel worksheet, the SE-4094 form auto-calculates certain cells based on the data entered. These cells are colored gray for easier identification. Auto-calculated fields are also locked. If a result does not match what you expected, review the cells used in the calculation and make changes as applicable. On the SE-4094, the following fields are auto-calculated:

Total Salaries	Line 6	Sum of lines 1-5.
Total Non-Vehicle Related P/S	Line 13	Sum of lines 8-12.
Total Vehicle Related P/S	Line 21	Sum of lines 14-20.
Total Supplies	Line 27	Sum of lines 22-26.
Total Expenditures	Line 30	Sum of lines 6, 7, 13, 21, 27, 28 and 29.
Miles Per Gallon	Line 34	Total of line 31 divided by line 33.
Total Column	Column 7	Sum of columns 2, 4 and 6 for each line.

Ridership Verification

If your district indicates Section 53a transportation costs by entering a value in the "Total Riders Per Count Week" cell (line 32, column 6), the names of the students claimed must be provided. To enter this data, click on the **Enter Sec. 53a Ridership Verification** button in the left corner of the screen. This will take you to the Ridership Verification screen as shown in the picture to the right. Enter last and first names for each student. When you have completed your entries, click **Save** and then **Previous** to return to the SE-4094 screen. The application will check to ensure that the number of students entered meet, at a minimum, the entry in the "Total Riders..." cell. Data cannot be submitted to the ISD until this qualification has been met.

This screen can be accessed directly by selecting Ridership Verification from the third drop-down menu.

Section 53a Ridership Verification

To claim Section 53a transportation costs on both the SE-4094 Transportation Expenditure Report and the SE-4096 Special Education Actual Cost Report, list the names of the pupils claimed as Section 53a riders as of the October 2006 Pupil Count Week.

Last Name	First Name
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

[<< Previous 10 Names](#)
[Next 10 Names >>](#)

Showing names 1 - 10

◀ Prev
Save

Saving/Submitting Data: Click the **Save** button to save data in order to leave the application and return to complete your submission at a later time. When data entry has been completed, submit the data to the ISD for review by clicking the **Submit to ISD** button. Upon clicking the **Submit to ISD** button, the form is locked. No changes can be made unless an ISD user releases the form back to the district. However, you will still be able to view and print your form at any time even after the collection has closed.

Reminder: If your account has been inactive for more than 20 minutes (the application does not recognize cell entry or tabbing as activity), your session will time out and you must log in to the application again. Any unsaved data will be lost. Therefore, we highly recommend that you periodically save your data.

Your submission is not complete until the data have been submitted to the state by the ISD. The ISD user responsible for your district will review the data as submitted. Once the data have been submitted, we recommend that users save a copy of the report for their records. To enable the form to print within the page margins, select the "print preview" option from the printer menu in Internet Explorer. When the preview window opens, select "Shrink to Fit" from the print size drop-down menu.

SE-4094 ISD-Level Access

The financial forms function of FID is role-based. This section of the User Guide describes functions available to ISD-level users of the SE-4094 form.

The ISD-level role of the SE-4094 form comprises two functions. Like a district-level user, an ISD user can enter and submit the ISD's transportation expenditure data. ISD-level users also have the added ability of reviewing the data entries of their constituent districts and, if satisfied, completing the districts' submissions to the state.

Status List

Unique to ISD-level users is the status list function available from the third drop-down menu. From this screen, ISD-level users can view the current submission status of all of their constituent districts and complete the final submissions to the state. An example of the status screen is shown below:

SE-4094 Data Status by District Date: 06-27-2007

School District: 04000 ... Alpena User: Mary Fiscal Year: 2005-2006

Code	District Name	Status	
01010	Alcona Community Schools	Submitted to ISD	<input type="checkbox"/> Select All
04000	Alpena-Montmorency-A	Incomplete	<input type="checkbox"/> Approve/Reject
04010	Alpena Public Schools	Data Saved	
04077	Happy Valley Schools	Incomplete	
04901	Bingham Academy	Incomplete	
60010		Data Saved	
60020		Incomplete	

Callouts:

- The submission status for each district is provided as hyperlinks. Click on the link to view a status history.
- Click here to view (and edit, if permission has been granted) a district's SE-4094 form.
- Check here to select the district(s) you wish to Reject or Submit. Then click the applicable button below.

Buttons: ☐ Reject ☒ Submit To CEPI

Data submissions will fall into one of the following statuses:

- Incomplete Default. Indicates that no data have been entered and saved
- Data Saved Indicates data have been entered and saved
- Submitted to ISD Indicates data have been submitted to the ISD for review
- Submitted to CEPI Indicates ISD submitted district data to CEPI.

- Returned to District by ISD Indicates ISD user has unlocked the form to allow district user to make changes before submission can be completed.
- Returned to District by State Indicates state user has unlocked the form to allow district user to make changes before submission can be completed.

The district code, district name, and status columns on this screen are sortable by clicking on the column heading. Clicking on the **View Form** link adjacent to the district name will take you to the main form for that particular district in order to review what has been completed. You may also review the status history for a given district by clicking the status link adjacent to the **View Form** link.

By default, a red "x" is populated in the final column. This is an indication that the district submission has not been submitted to the ISD/State. At this point, there is no action for the ISD user to make. When the district has submitted to the ISD, the red "x" will change to a checkbox.

When a district's submission is in "Submitted to ISD" status, the ISD user can either reject the submission or finalize the submission to CEPI. When a district user submits the data to the ISD, the form is locked to prevent future changes.

If the ISD user discovers an issue with the data, s/he may choose to reject the form back to the district. This will unlock the form for the district user in order for the necessary corrections to be made. If the district user enabled the ISD edit option on the form, the ISD user may also modify the data. Otherwise, the ISD user will have to reject the form so that the district user can submit the necessary changes.

If the ISD user determines that a district's data are accurate, s/he can submit the form to the state. When the "Submit to CEPI" button is selected for a district, the status will change, and the checkbox will become a green checkmark. When all the districts on the status screen have green checkmarks, the submission process is complete.

To reject or submit a form, select the checkbox for a particular district, and then click on the appropriate button on the bottom of the screen. Multiple districts can be selected if the ISD user prefers to submit or reject files in bulk. Click the "Select All" option in column header row if you wish to reject or submit all district files simultaneously.

SE-4094 Form (ISD View)

ISD users have view access to the forms of their own district and each of their constituents, which can be accessed through the status list screen as described previously, or by selecting "main form" from the third drop-down menu. The form itself is the same for both district- and ISD-level users; the difference lies in the functionality available to ISD users.

The screenshot shows the top section of the SE-4094 form. It has a dark blue header bar with the text "State Administrator and ISD Access to District Forms". Below this is a light blue bar containing a dropdown menu labeled "District:" with the selected value "41025 Northview Public Schools". To the right of the dropdown is a callout box with the text "Click the down arrow to select a different district." Below the dropdown is a yellow bar with a red "X" icon on the left and the text "Submission Status: [Incomplete](#)".

The SE-4094 form for ISD users contains a district indicator, which is a drop-down menu that allows you to navigate through all of the ISD's district forms easily without having to go back to the status list screen. If a district indicated no transportation services, the message "This district does not operate transportation services" will appear instead of the form.

District users have the ability to grant edit privileges to the ISD by highlighting an indicator box within the submission status box. If the ISD does not have edit access to a form, this will be indicated directly below the submission status box as shown above. Without this permission, an ISD cannot edit a constituent form. Please refer to the district-level instructions for guidelines on entering data.

The ISD-level form contains buttons on the bottom of the screen from which a user can individually reject a form back to the district user or, if satisfied, submit the form to CEPI. The district user must be contacted by the ISD user if a form requires revisions.

Reporting

To access the Reporting section of the application, select "Reporting" from the first drop-down menu and "Financial Forms Rpts" from the second drop-down menu. This enables the third drop-down menu from which you will select the desired report.

SE-4094 Statistics Report

The SE-4094 Statistics Report provides basic transportation expenditure statistics as a means of validating your district's submission and provides an opportunity to compare and contrast your transportation expenditures to other districts in the state.

The menu works in two ways: (1) if you're interested in a single district, enter the district code (or use the look-up menu) in the first box, and click OK, or (2) you can enter an ISD code in the "to" and "from" (or use the look-up menu) boxes to receive a report for all the districts within the ISD.

FIDrptSE4094Stats	FID Application SE-4094 Stats Report Fiscal Year 2006-2007	7/10/2008 3:42 PM
Districts Returned: 1		
12345 Happy Valley Public Schools		
Total Expenditures		\$2,639,493.00
Total Expenditure Per Mile		\$3.07
Total Expenditure Per Student		\$1,225.39
Avg. Cost Per Gallon Fuel		\$2.03
Avg. Ridership Per Reg. Ed. Bus		45.89
Avg. Ridership Per Sp. Ed. Bus		15
Total Expenditure Per Reg. Ed. Student		\$962.66
Total Expenditure Per Sp. Ed. Student		\$5,154.75
Total Insurance Cost Per Bus		\$874.96

The statistics populating this report are calculated as described below.

Statistics	Calculation
Total Expenditures	The value of line 30, column 7.
Total Expenditure per Student	The value of line 30, column 7 divided by the value of line 32, column 7.
Total Expenditure per Mile	The value of line 30, column 7 divided by the value of line 31, column 7.
Avg. Cost per Gallon of Fuel	The value of line 22, column 7 divided by the value of line 33, column 7.
Avg. Ridership per Reg. Ed. Bus	The value of line 32, column 2 divided by the value of line 18, column 1.
Avg. Ridership per Sp. Ed. Bus	The value of line 32, column 4 divided by the value of line 18, column 3.
Total Expenditure per Sp. Ed. Student	The value of line 30, column 4 divided by the value of line 32, column 4.
Total Expenditure per Reg. Ed. Student	The value of line 30, column 2 divided by the value of line 32, column 2.
Total Insurance Cost per Bus	The value of line 18, column 7 divided by the sum of line 18 columns 1 and 3.